

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool



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Training Guide – Accounts Receivable

## Creating and Processing Billing

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### State of Kansas

**Applicable Role(s):** Billing Administrator, Billing Processor and Central BI Configurator

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## **TABLE OF CONTENTS**

<b>Billing Overview .....</b>	<b>4</b>
Key Terms .....	4
End-to-End Billing Process .....	5
Billing Roles.....	5
<b>Entering Bills Online.....</b>	<b>6</b>
Online Bill Entry .....	6
Revenue Distribution Codes .....	18
Enter Express Bills .....	18
Updating Bills .....	19
<b>Copying Bills .....</b>	<b>20</b>
Copying Bills Overview .....	20
Enter and Copy an Existing Bill.....	21
Define Copy Group Header and Detail .....	24
Run Bill Copying Group Process .....	27
<b>Create Recurring Bills .....</b>	<b>30</b>
Creating Bill Templates.....	30
Running the Generate Recurring Bills Process .....	32
<b>Managing Installment Bills .....</b>	<b>33</b>
Entering an Installment Bill .....	33
Building an Installment Bill Schedule .....	33
Running the Generate Installment Bill Process.....	36
<b>Researching Bills.....</b>	<b>38</b>
Researching Bills Overview .....	38
Researching Non-Invoiced Bill Lines .....	38
Researching Non-Invoiced Bills .....	39

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

**Processing Pro Forms and Reconciling Non-Invoiced Bills..... 41**

Process Pro Forms.....41

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Billing Overview

SMART Billing offers real-time receivable and billing visibility, tracking and control for reporting and financial data. The streamlined approach enables users to bill customers quickly and efficiently. The complete integration of Billing with other SMART modules allows for the reduction of duplicate entries and manual processing.

### Key Terms

- **Standard Bill** – A bill that is created by manual, online entry using the Standard Billing pages defined by Frequency as Once, Onetime bills, Installment bills, or Recurring bills; also known as a regular bill.
- **Express Bill** – The process of entering bills online quickly by adding or cloning existing bill lines in bulk
- **Interface Bill** – A bill that is automatically created from data interfacing from Project Costing
- **Bill Type** – A category of activity that should be grouped together on a particular bill
- **Bill by Identifier** – This is also known as the Bill Type Identifier (Bill Type). SMART Billing uses the bill-by ID to define how to group billing activity on invoices when it is added to a bill through data interfacing from Project Costing. A bill-by ID that you define can appear as the default at the customer, bill source, bill type, and business unit levels.
- **Revenue Distribution Code** – Codes used to simplify the process generating accounting entries by defining a valid combination of ChartField values
- **Open Item** – Amounts that are billed to a customer but are not yet paid

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## End-to-End Billing Process

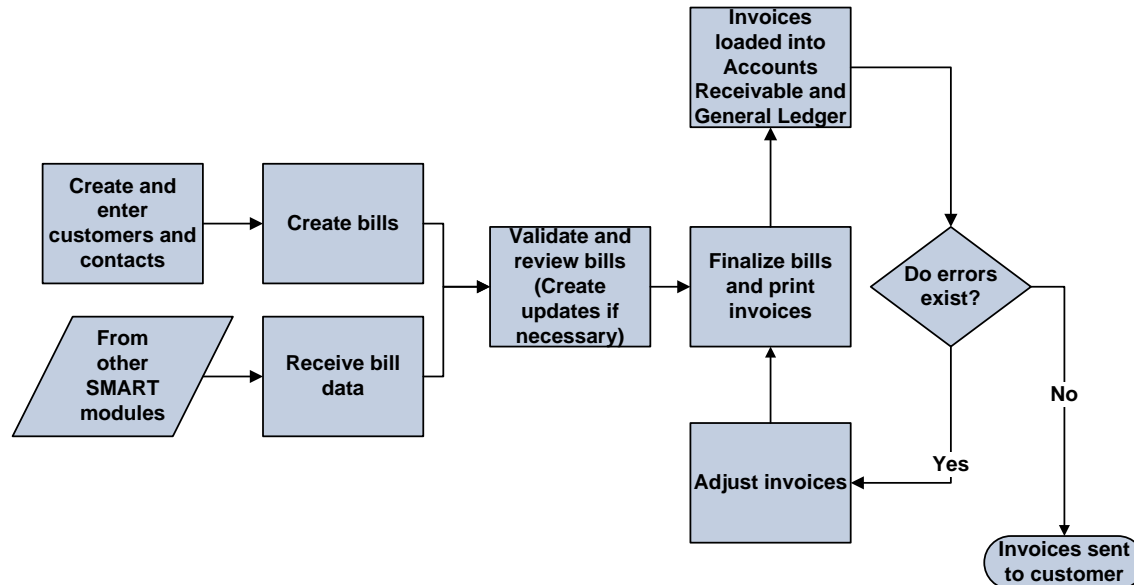


Figure 1. Billing Lifecycle Process

## Billing Roles

Role	Description
Billing Administrator	This role is responsible for setting bills to "ready" status and running the process to finalize invoices, as needed. This role also maintains agency-configured values in the Billing module.
Billing Processor	This role is responsible for creating new standard invoices and Pro Formas, copy single or groups of bills, reprint and review invoices, setting up and modifying installment schedules, creating new consolidated invoices, and printing invoices.
Central BI Configurator	This role is responsible for maintaining centrally controlled BI configuration values such as Remit To Addresses and Billing Sources.

Table 1. Billing Roles and Role Descriptions

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Statewide Management, Accounting and Reporting Tool

## Entering Bills Online

### Online Bill Entry

- In order to conduct business with customers, information needs to be tracked about including general and processing information and roles and correspondence options.
- Online bill entry enables you to enter bills manually into SMART. Each bill that you enter must have a header and at least one line.
- The order of page data entry is as follows: Header – Info 1, Line – Info 1, Line – Info 2, and Acct. Rev Distribution page.

**Bill Header:** The bill header contains valuable information, such as the bill source, the bill type, the customer information, and payment terms. It also includes receivable information and any additional internal or printed notes that need to be included for the bill.

- Where the bill came from
- Where the bill is going
- When the bill is sent to the customer
- The frequency of the bill

**Note:** **Header Info 1** is general information and **Header Info 2** is additional information. This information is added when entering a regular bill.

Page Name	Navigation
Header –Info 1	Billing > Maintain Bills > Standard Billing > Header-Info 1

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

Header - Info 1
Line - Info 1

Unit: 17300 Invoice: 173P&D27 Pretax Amt: 210.00 USD

Status: 
Invoice Date:

Curr: USD

\*Type: 
Source:

\*Frequency: 
[Installment Bill Schedule](#)  
[Recurring Bill Schedule](#)

\*Customer:  [Address](#)  
Duncan Paper Supply

SubCust1:   
SubCust2:

Cycle ID:

\*Invoice Form:

From Date:  To Date:

Pay Terms:

Pay Method:

Remit To:  Bank Account:

Accounting Date:

Account:  [AR Distribution](#)

Sales:

Bill Inquiry Phone:

Credit:

Collect:

Bill:

Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation:

Page Series

[Return to Setup Invoice Options](#)

Header - Info 1 | [Line - Info 1](#)

Figure 2. Header-Info 1 Page

Field	Description
Status	Status is usually defined as <i>NEW</i> , <i>RDY</i> , and <i>INV</i> to name a few of the options. Invoiced means that an invoice has been printed and an invoice number has been assigned. A non-invoiced bill is one that has not been printed. Bills are always created with a status of <i>NEW</i> and moved to <i>RDY</i> when they are ready to be invoiced. The change from <i>NEW</i> to <i>RDY</i> must be done by the user.
Invoice Date	Use this field to enter the invoice date. This can be a past, current, or future date.
Type	This field is also known as the <b>Bill by Identifier</b> and the <b>Bill Type Identifier</b> . Use this field to group billing. This field is agency specific. The SOK uses (Grants Management) <i>GM</i> for bills that are interfaced from Project Costing.
Bill Source	SOK is only using <b>Online</b> or <b>Contracts</b> for Bill Source
Frequency	Use this field to define the bill as either a <i>Recurring</i> , <i>Installment</i> or <i>One-time</i> bill
Customer	Use this field to enter the customer number if it was not entered on the <b>Bill Entry &gt; Add New Value</b> page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Cycle ID	This field is also known as <b>Bill Cycle</b> . This field is defaulted from the <b>Bill Type</b> and can be overwritten.
Invoice Form	The SOK only uses one type of Invoice Form, <i>STANDARD</i>
From Date/To Date	These fields are service dates, and are used as information on the bill/invoice only
Pay Terms	Use this field to enter bill payment terms.
Pay Method	Use this field to enter the payment method, for informational purposes only. SMART searches the customer record for a default payment method. If one is not found, SMART does not populate this field. This field can be overwritten. The SOK values for payment methods are: <i>CSH</i> (cash), <i>CHK</i> (check), and <i>EFT</i> (electronic fund transfer).
Remit To	The SOK only uses <i>REMIT</i> for this field.
Bank Account	Use this field to select the <b>Remit To Account</b> . Each billing agency has one or more remit accounts. The account chosen on the bill determines what remit address is printed on the invoice. An example would be <i>173A</i> or <i>173B</i> . Agencies are responsible for differentiating between accounts if there is more than one.
Accounting Date	Use this field to enter the current SMART system date
Account	This field defaults from accounting set-up and should not be changed.
Sales	This field will default to <i>STATE</i>
Bill Inquiry Phone	Use this field to enter the phone number for the customer to call if there are questions regarding the bill. This field defaults from the <b>Bill Type</b> , but can be overwritten. This information is printed on the invoice.
Credit	The SOK uses <i>001</i> for this field
Collect	Use this field to enter collection information. The SOK values are <i>3RDPARTY</i> and <i>SETOFF</i> .
Biller	Use this field to enter the <b>Billing Specialist</b> information that is assigned to the customer. This field defaults from the <b>Bill Type</b> and can be overwritten.

Table 2. Header - Info 1 Page Elements



# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Line –Info 1 Page:

Use this page to enter bill line general data and the bill Identifier. Identifiers are created with an association with distribution codes.

Page Name	Navigation
Line – Info 1 Page	Billing > Maintain Bills > Standard Billing > > Line – Info 1

[Header - Info 1](#)
[Line - Info 1](#)

Unit: 17300      Bill To: 000000000000258      Pretax Amt: 210.00 USD  
Invoice: 173P&D27      Duncan Paper Supply      Max Rows: 20

Seq	Line	Table	Identifier	Description	Net Extended
1	1	ID	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

Qty: 1.0000  
UOM: EA  
Unit Price: 210.0000  
Gross Extended: 210.00

Line Type: REV  
From Date: 12/01/2009  
Tax Code:  
Exempt Cert:

☒ Accumulate  
Through Date: 02/01/2010  
☐ Tax Exempt

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 210.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 210.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1

Page Series  
[Prev](#) [Next](#)

Figure 3. Line-Info 1 Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Table	The value selected for Table determines what <b>Identifier</b> values are available. The SOK only uses the <i>ID</i> (PS/Billing Charge ID) value.  <b>Note:</b> If the Table field is left blank, agencies can enter a one-time only identifier and description
Identifier	This code is used to bill for an item that is not usually classified as a product by normal business standards. By selecting an Identifier, the following fields default, <i>Description</i> , <i>UOM</i> , <i>List Price</i> , and <i>Distribution Code</i> . ( <i>List Price</i> and <i>Distribution Code</i> are optional on the <b>Identifier</b> set up, so some <b>Identifiers</b> may not have these values. All fields related to <b>Identifier</b> can be overwritten.
Description	This field defaults from the <b>Identifier</b>
Quantity	Use this field to enter the quantity of the goods or services.
Line Type	This field is a default value and will always be <i>REV</i>
UOM	This field defaults from the <b>Identifier</b>
From/Through Date	Use these fields to indicate the start/end date of the billing activity that the corresponding invoice covers
Unit Price	This field defaults based on the <b>Quantity</b> and the <b>Identifier</b> fields if a <b>List Price</b> was associated with an <b>Identifier</b> . This field can be overwritten.
Gross Extended	This field defaults based on values in the <b>Quantity</b> and <b>Unit Price</b> fields

Table 3. Line-Info 1 Page Elements

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Line-Info 2 Page:

Use this page to enter an entry type and reason code that relates to the distribution code. When bills move into Accounts Receivable, all billing distribution codes are no longer available. The only way to verify the accounting information in AR on a bill is to view the bills Entry Type and Reason Codes.

Page Name	Navigation
Line-Info 2	Billing > Maintain Bills > Standard Billing > Navigation drop-down > Line-Info 2

[Header - Info 1](#)
[Line - Info 1](#)
[Line - Info 2](#)

Unit: 17300 Bill To: 0000000000000258 Pretax Amt: 210.00 USD  
Invoice: 173P&D27 Duncan Paper Supply Max Rows: 20

Seq	Line	Table	Identifier	Description	Net Extended
1	1	ID	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

Purchase Order:  Line:  System Source:   
Contract No:  Line:  Entry Type: INV  
Contract Date:  Type:  Entry Reason: WKOR  
SubCustomer 1:  Entry Event:   
SubCustomer 2:  Revenue Recognition Basis: Invoice Date  
☐ Use Effective Dated Price on Recurring Bills

AR Level: Bill Line is AR Open Item AR Option: Use Line for Distribution GL Level: BI Creates GL Acct Entries  
Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#) [Page Series](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 2 [Prev](#) [Next](#)  
[Return to Setup Invoice Options](#)

[Header - Info 1](#) | [Line - Info 1](#) | [Line - Info 2](#)

Figure 4. Line - Info 2 Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Entry Type	Use this field to categorize the pending items that create items in SMART. <b>Entry Types</b> must be selected on a bill line because this value moves into Accounts Receivable. Entering the <b>Entry Type</b> does <u>not</u> create accounting entries, but when reviewing the item in Accounts Receivable, there is no way to easily identify what accounting line was created if there is no <b>Entry Type</b> on the bill. Entry types for SOK Billing are <i>INV</i> (Invoice) and <i>IF</i> (InterFunds).
Entry Reason	Use this field to categorize different uses for a single entry type. <b>Entry Reasons</b> alone or in association with <b>Entry Types</b> do <u>not</u> create accounting entries, but when reviewing the item in Accounts Receivable, there is no way to easily identify what accounting line was created if there is no <b>Entry Reason</b> on the bill.

Table 4: Line –Info 2 Page Elements

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Acctg – Rev Distribution Page:

Use this page to view/enter/update bill line accounting information.

Page Name	Navigation
Acctg-Rev Distribution Page	Billing > Maintain Bills > Standard Billing > > Header – Info 1 > Navigation drop-down > Acctg –Rev Distribution

[Header - Info 1](#)
[Line - Info 1](#)
**Acctg - Rev Distribution**

Unit: 17300      Bill To: 000000000000258      Pretax Amt: 210.00    USD  
Invoice: 173P&D27      Duncan Paper Supply      Max Rows: 20

Seq	Line	Identifier	Description	Net Extended
1	1	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Code	Dept	Fund	Bud Unit	Program	Account	Project	Svc Loc	Agg Use
INWKORD	1732510100	6148	4100	01851	425010			173ADM8

Percent: 100.00    Amount: 210.00    Gross Extended: 210.00

Go to: [Line Info 2](#)   [Tax](#)   [Accounting](#)   [Discount/Surcharge](#)   [Notes](#)   [Express Entry](#)  
[Summary](#)   [Bill Search](#)   [Line Search](#)    Navigation: Acctg - Rev Distribution    Page Series: [Prev](#) [Next](#)

[Return to Setup Invoice Options](#)

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)

[Header - Info 1](#) | [Line - Info 1](#) | [Acctg - Rev Distribution](#)

Figure 5. Acctg-Rev Distribution Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Code (Revenue Distribution Code)	<p>Revenue Distribution Codes are the combination of <b>Entry Type</b> and <b>Reason Codes</b>. If a Revenue Distribution Code does not auto-populate, then it is not associated with the selected <b>Identifier</b>. Agencies have the ability to change/enter the Revenue Distribution Code. However, if your agency is continually using a Revenue Distribution Code that is not associated with an <b>Identifier</b>, then it is in the agencies best interest to contact their AR Configurator to add the necessary Revenue Distribution Code to the <b>Identifier</b>.</p> <p><b>Note:</b> If the Revenue Distribution Code is changed, you <b>MUST</b> update the related <b>Entry Type</b> and <b>Reason Code</b>.</p>
ChartFields for SOK	<p>Use these fields to update <b>Accounts Receivable Distribution</b> codes, if necessary.</p> <p><b>Note:</b> Multiple Distribution Codes can be used per Bill Line, based off percent. However, the only ChartField that can be different is the <b>Account</b>. If a bill line needs to be split by ChartFields other than the <b>Account</b>, one line must be entered per <b>Distribution Code</b>.</p>

*Table 5. Acctg-Rev Distribution Page Elements*

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Note Pages:

SMART allows users to incorporate notes on bill headers and/or bill lines that can be seen on the customer invoice, or used for internal agency use only. There are two different types of notes, Standard and Free form.

Standard notes are notes that are generally used repeatedly on customers or specific invoices. For example, a standard note, within the note type of *ADJUST*, might state, "Please note that an adjustment has been made to your account to reflect the proper balance."

**Note:** Standard notes must be associated with a note type. Some standard notes are predefined in SMART. Agencies can also create and maintain standard notes. Free-form notes are generally notes that are customer or scenario specific.

## Header Note Page

Use this page to enter header notes.

Page Name	Navigation
Header Note	Billing > Maintain Bills > Standard Billing > Header – Info 1 > Navigation drop-down > Header – Note

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

[Header - Info 1](#)
[Line - Info 1](#)
**Header - Note**

Unit: 33300
Bill To:
Pretax Amt: 0.000
[Customer Notes](#)

Invoice: NEXT

**Bill Header Notes**
Find | View All | First 1 of 1 | Last

☐ Standard Note Flag  
☐ Internal Only Flag

Std Note:   
 Note Type:

Note Text:

[Go to: Header Info 2](#)
[Address](#)
[Copy Address](#)
[Notes](#)
[Express Entry](#)  
[Summary](#)
[Bill Search](#)
[Line Search](#)

Navigation: Header - Note

[Return to Billing](#)  

Save

Notify

Refresh

Add

Update/Display

[Header - Info 1](#) | [Line - Info 1](#) | [Header - Note](#)

Figure 6. Header Note Page

Field	Description
Standard Note Flag	Use this check box to indicate the note is a standard note that the <u>customer</u> can see on the invoice
Std Note	Use this field to select the note as a <b>Standard Note</b> . Standard Notes are categorized in the <b>Note Type</b> field.
Internal Only Flag	Use this check box to indicate the note is for <u>internal</u> use only, and is not be seen by the customer
Note Type	Use this field to categorize/group notes. These can be standard notes or one-time only for a specific bill. Note types do not print on a specific invoice. Categorizing notes using note types allows for simpler searching for a specific note.
Note Text	This field is used for the auto-population of the <b>Standard Note</b> , or for <b>Free-form</b> notes. <b>Note:</b> If a standard note is used, agencies can include further description here.

Table 6. Header Note Page Elements



# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Line Note Page

Use this page to enter line notes.

Page Name	Navigation
Header Note	Billing > Maintain Bills > Standard Billing > Header – Info 1 > Navigation drop-down > Line – Note

Unit: 17300 Bill To: 000000000000258 Pretax Amt: 210.00 USD  
 Invoice: 173P&D27 Duncan Paper Supply Max Rows: 20

Seq	Line	Identifier	Description	Net Extended
1	1	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

**Bill Line Note**

☒ Standard Note Flag Std Note: COPY TCKT.  
☐ Internal Only Flag Note Type: BILL TYPE

**Note Text**  
 This billing is for "copy ticket" work done by the Division of Printing.

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Note Page Series: [Prev](#) [Next](#)

[Return to Setup Invoice Options](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note Next in list (Alt+3)

Figure

7. Line Note Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Revenue Distribution Codes

- Revenue distribution codes are set up and used in SMART Billing to generate a combination of ChartFields for funding
- These codes default from the Identifier and can be overwritten on the bill when necessary
- Distribution codes are created based directly on entry type and reason codes. If a distribution code is not selected, but entry type and reason codes are, ChartFields are **NOT** populated. Entry types and reason codes must be selected so that a record of distribution information can be found in Accounts Receivable.
- There may be situations when modifications to the ChartField information are necessary. This can be done by selecting a different distribution code. If a different distribution code is selected all ChartField information is removed, and new ChartField information is populated. You can change ChartFields within the defaults

## Enter Express Bills

- SMART Express Billing combines the standard bill entry pages to reduce the number of pages that you need to access when entering bills online. Express billing enables you to:
  - Enter bills online quickly, especially when you have a large number of lines per bill
  - Add and clone existing bill lines in bulk
- When entering data on the **Add New Value** page for Express Billing, SMART auto-populates the necessary information on the **Header-Primary** page. It is best practice to verify that the information is correct before continuing to enter information on the **Line List** page.

Page Name	Navigation
Line List Page	Billing > Maintain Bills > Express Billing > Line List

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

Unit: 33300 Bill To: Pretax Amt: 0.000  
 Invoice: NEXT Max Rows: 5  
 Line/Seq: Seq Identifier/Descr: Identifier

Sel	Seq	Table	Identifier	Quantity	UOM	Unit Price	Gross Extended	Discount	Surcharge	Net Extended	VAT Amount	Tax Amount	Net Plus Tax	Line Type	Accumulate
<input type="checkbox"/>	1					0.0000	0.000			0.000				REV	<input checked="" type="checkbox"/>

Lines to Add: 5  
 Go to: [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Standard Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line List  
[Return to Maintain Bills](#)  
[Save](#) [Notify](#) [Refresh](#)  
[Header-Primary](#) | [Header-Secondary](#) | [Line List](#)

*Figure 8. Line List Page*

## Updating Bills

- SMART Billing provides bill header data and bill line data online for inquiry, regardless of the bill status
- When updating bills, it is best practice to change the bill status to HOLD (*HLD*) while making changes to the bill
- End users cannot update bills with a bill status of *INV*. A rebill must be created. Rebills and other adjustments will be covered in AR354, Advanced Billing Process

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Copying Bills

### Copying Bills Overview

#### Copying Individual Bills

- There may be situations when you need to enter a bill that is very similar to an existing bill. You can choose to copy the existing bill and update this bill as necessary. Copying bills can save data entry time and minimize the potential for errors.
- You can copy any bill regardless of its status. When you copy a bill, all bill information including notes and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the *bill status*, the *invoice date*, and the *invoice number*.
- When you copy a bill, the new bill is created with a status of *NEW* and a blank invoice date. The current system date is specified as the date on which the bill was created. After a bill has been copied, you can edit any field.

#### Copying Groups of Bills

- You can define a group of bills to be copied together. In doing so, you must define a copy group header for each group of bills to be copied together. After you have defined the copy group header, you attach and use the bills as copy templates. You can assign as many bills as required to a copy group header. You must also assign the beginning date, ending date, and the new bill status to the copy group detail.
- You can choose any bill to be used as a copy template, regardless of the status. All bill information, including notes and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the bill status, invoice date, and invoice number. The new bill is created with the status designated by the copy detail, a blank invoice date, and the current system date as the bill-added date. You can edit any field on the newly created bill, if necessary.
- You can copy the same copy group an unlimited number of times within the date range defined. When using a copy group, you are not required to copy all the templates in the group. Instead, you can select which templates are to be copied.
- When you use a copy group for copying, the invoice number is set by default to *NEXT*. However, you can override the default and manually assign the invoice number (at the agency's discretion). For example, suppose your company leases office space in a building. Each tenant's monthly rent is set up as a recurring bill because the monthly rent is a predefined amount for the term of the lease. In addition to the building space, you provide each tenant with cleaning services, which are billed on an "as used" basis. To save data entry time, you can set up a template for each tenant's cleaning service charges as a copy group. Each month, you can select the templates for the tenants

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

who have used the cleaning service. After the manually run copy group process is completed, the bills are ready to finalize and print.

- To copy groups of bills together in a group, you need to:
  - Define the copy group header information
  - Assign bills to the copy groups
  - Define the copy group details
  - Run the Bill Copy Group process (BICPYGRP)

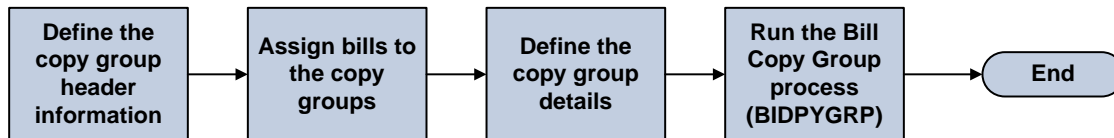


Figure 9. Copying Groups of Bills Process

## Enter and Copy an Existing Bill

### Copy Single Bill Page:

Use this page to copy the information of an existing bill to a new bill.

Page Name	Navigation
Copy Single Bill	Billing > Maintain Bills > Copy Single Bill > Enter Invoice Number to copy

Copy Single Bill

Bi Bill Cpy Wrk

Unit: 17300      Bill To: 000000000000279      Pretax Amt: 60.00      USD  
Invoice: 173PKG58      Katz Calendars

Select Bill Action  
☐ No Bill Action  
☒ Copy Bill

Copy Results  
\*Copy Bill:

[Return to Maintain Bills](#)

Copy Single Bill | [Bi Bill Cpy Wrk](#)

Figure 10. Copy Single Bill Page

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

### Header – Info1 Page:

Use this page to access and review bill header general information.

Page Name	Navigation
Header – Info 1	Billing > Maintain Bills > Copy Single Bill > Go To Bill Header – Gen. Info Link

Header - Info 1
Line - Info 1

Unit: 17300 Invoice: 173PKG61 Pretax Amt: 60.00 USD

Status: NEW Invoice Date: Curr: USD

\*Type: PKG Source: ONLINE \*Frequency: Once

\*Customer: 000000000000279 Address SubCust1: SubCust2:

Katz Calendars

Cycle ID: \*Invoice Form: STANDARD From Date: 02/01/2010 To Date: 02/28/2010

Pay Terms: NET30 Pay Method: CHK Remit To: REMIT Bank Account: 173E

Accounting Date: Account: 130100 AR Distribution

Sales: STATE Bill Inquiry Phone: 785-296-4613

Credit: 001 Collect: 3RDPARTY Biller: SSW Billing Authority:

Go to: Header Info 2 Address Copy Address Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Return to Maintain Bills

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Figure 11. Header - Info 1 Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Line – Info 1 Page:

Use this field to enter bill line general data.

Page Name	Navigation
Line – Info 1	Billing > Maintain Bills > Copy Single Bill > Go To Bill Header – Gen. Info Link > Line – Info 1

[Header - Info 1](#)
[Line - Info 1](#)

Unit: 17300      Bill To: 000000000000279      Pretax Amt: 60.00 USD  
Invoice: 173PKG61      Katz Calendars      Max Rows: 20

Seq	Line	Table	Identifier	Description	Net Extended
1		ID	MISC. CHRG (INV)	Misc. charges (invoice)	60.00

Qty: 20.0000  
UOM: DAY  
Unit Price: 3.0000  
Gross Extended: 60.00

Line Type: REV  
From Date: 02/01/2010  
Tax Code:  
Exempt Cert:

☒ Accumulate  
Through Date: 02/28/2010  
☐ Tax Exempt

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 60.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 60.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1

Page Series  
Prev Next

Figure 12. Line - Info 1 Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Define Copy Group Header and Detail

### Copy Group Header Page:

Use this page to define copy group header information. This is the first required step to define groups of bills to be copied together in a batch. This utility is useful if you have bills that you invoice each month and only a small portion of the information changes.

Page Name	Navigation
Copy Group Header	Billing > Maintain Bills > Define Bill Copy Group

Copy Group Header

Bill Copy Group ID: BILLGRP3

Status: Active

Short Description: Maintain

Description: Regular maintenance services

Save Notify Add Update/Display

Figure 13. Copy Group Header Page

Field	Description
Status	Use this field to select the bill status of <i>Inactive</i> or <i>Active</i>

Table 7. Copy Group Header Page Elements



# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Define Copy Group Detail Page:

Use this page to assign bills to appropriate copy groups. This is the second required step when defining groups of bills to be copied together in a batch.

Page Name	Navigation
Define Copy Group Detail	Billing > Maintain Bills > Define Copy Group Details

Figure 14. Define Copy Group Detail 1 Page

Field	Description
Select All	Use this icon to select all invoices to copy
Deselect All Invoices	Use this icon to deselect all invoices to copy
Template Invoice ID	Use this field to enter the invoice number to be copied
Copy Begin Dt /Copy End Dt	These fields represent the start and end copy dates for this template. When you initiate the copy bill group process, the system determines if the run date is within these copy dates.
New Bill Status	Use this field to enter the status that is assigned to the new bill; <i>HLD (Hold)</i> or <i>NEW</i>

Table 8. Define Copy Group Detail 1 Page Elements

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Define Copy Group Detail 2 Page:

Use this page to define copy group details. This is the third required step when defining groups of bills to be copied together in a batch. After running the Copy Group of Bills process, return to this page to verify invoice numbers or process error details.

Define Copy Group Detail 1
Define Copy Group Detail 2

Bill Copy Group ID: BILLGRP22
Reg. Maintenance services

Reset Copy Invoice ID
Clear Replace

Copy Bill Selection					Find   View All	First	1-3 of 3	Last
Select	Template Invoice ID	Copy Invoice ID	Replace Template	Copy Step				
<input checked="" type="checkbox"/>	173WO97	173WO251	<input type="checkbox"/>	DON				+ -
Customer: 000000000000276 Kroner Calendars								
<input checked="" type="checkbox"/>	173WO98	173WO252	<input type="checkbox"/>	DON				+ -
Customer: 000000000000276 Kroner Calendars								
<input checked="" type="checkbox"/>	173WO99	173WO253	<input type="checkbox"/>	DON				+ -
Customer: 000000000000276 Kroner Calendars								

Save
Return to Search
Previous in List
Next in List
Notify

[Define Copy Group Detail 1](#) | [Define Copy Group Detail 2](#)

Figure 15. Define Copy Group Detail 2 Page

Field	Description
Reset Copy Invoice ID	Use this button to reset all of the copy invoice IDs to <i>NEXT</i> . Before running the process again, reset the copy invoice IDs. Otherwise, the system attempts to reassign the old invoice IDs to the new bills and an error occurs.
Clear Replace	Use this button to clear the <b>Replace Template</b> check boxes for the entire group
Copy Invoice ID	Use this field to define the invoice number of the new bill. The default field value is <i>NEXT</i> . It is best practice to leave the default value, but if you have authorization, you can override this default with any number if that number is not a duplicate of an existing invoice.

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Replace Template	<p>Use this checkbox to make the bill the “template” from which you copy when making changes to the original bill and want to keep those changes every time you copy bills. The copy is identical to the template. You can use either the original bill or the new copy as the template. You can change the resulting copy through bill entry. For example, you can add lines, alter amounts and dates, or modify header and line notes on the bill that you just created through the copy process. In addition, you can incorporate all changes into the new template to include the modifications that you make to this bill (which is now the new template in the copy group) in any subsequent copy processes.</p> <p>Select the <b>Replace Template</b> check box in conjunction with bill status change. If you do not select this option, the templates do not change and SMART uses the old version the next time that you run the copy process.</p>
Copy Step	This field displays the status of the last copy bill group run

*Table 9. Define Copy Group Detail 2 Page Elements*

## Run Bill Copying Group Process

After you have defined a copy group header and assigned bills, run the bill copy group process to produce bills identical to the template bills. This is the fourth required step to copy a bill group.

### Run Bill Copy Group Page:

Use this page to process the group of bills you wish to copy.

Page Name	Navigation
Run Bill Copy Group Page	Billing > Maintain Bills > Copy Bill Group

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

Run Bill Copy Group

Run Control ID: BillCopyGrp\_dp

Language: English ▼

\*Bill Copy Group ID: BILLGRP3 🔍

[Report Manager](#)
[Process Monitor](#)
Run

**Change Field Values For**

Bill Header From Date: 03/01/2010 📅 To Date: 03/01/2011 📅

Bill Line From Date: 03/01/2010 📅 To Date: 03/01/2010 📅

**Set Field Values**

Invoice Date: 03/01/2010 📅

Accounting Date: 03/01/2010 📅

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

Figure 16. Run Bill Copy Group Page

Field	Description
Bill Copy Group ID	This field is the <i>Copy Group ID</i> that was created on the <b>Define Copy Group</b> page
Bill Header From /To Date	Use these fields to create new To and From header dates
Bill Line From/To Date	Use this field to enter new To and From bill dates
Invoice Date	Use this field to enter the invoice date. This can be a past, current, or future date.
<b>RUN</b> button	Click to start the Copy Group Process <b>BICPYGRP</b>

Table 10. Run Bill Copy Group Page Elements


# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

**Process Scheduler Request**

User ID: TRAINING150 Run Control ID: BillCopyGrp\_dp

---

Server Name: PSNT Run Date: 03/15/2010  
Recurrence: Run Time: 10:24:46AM [Reset to Current Date/Time](#)  
Time Zone: 

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Copy Group of Bills	BICPYGRP	Application Engine	Web	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

Figure 17. Process Scheduler Request Page

Click the OK button to return to the *Run Bill Copy Group* page. Click the Process Monitor button. When Run Status is Success and Distribution Status Posted, the bills have been copied.

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Create Recurring Bills

### Creating Bill Templates

- To create a recurring bill template, enter a new bill that specifies a billing cycle ID with recurring bill parameters, set **Recurring** as the frequency, and complete the **Recurring Bill Schedule** page
- Recurring bills are created, according to the defined schedule established when the Recurring Bill Generation process is run
- Recurring bills cannot be created until the recurring bill template is set to the status of *RDY*

Page Name	Navigation
Recurring Bill Schedule	Billing > Maintain Bills > Standard Billing > Recurring Bill Schedule Link

Recurring Bill Schedule

Unit: 33300    Template Invoice: 0000678571

Start Date: 08/01/2009    ☒ Pre-Assign Invoice Numbers

End Date: 07/31/2010    ☐ Use Header Dates For Lines

Recurring Schedule
Find | View All    First 1-2 of 12 Last

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
08/05/2009	09/14/2009	0000678572	Y	08/06/2009
Bill Header From Date: 08/15/2009		To Date: 09/14/2009		

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
09/05/2009	10/14/2009	0000678573	N	
Bill Header From Date: 09/15/2009		To Date: 10/14/2009		

[Return to Bill Entry](#)  
[Return to Maintain Bills](#)

Save    Return to Search    Previous in List    Next in List    Notify

Figure 18. Recurring Bill Schedule Page

Field	Description
-------	-------------

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool


Field	Description
Template Invoice	This is the number from the invoice you are using as a template. SMART auto-generates the number when the original bill was created.
Start Date	Use this field to enter the start date of the recurring bill schedule
End Date	Use this field to enter the ending date of the recurring bill schedule
Pre-Assign Invoice Numbers	Select this field if you want SMART to pre-assign invoice numbers in a recurring schedule
Use Header Dates for Lines	Select this checkbox to use the bill header <b>From</b> and <b>To Dates</b> on the bill lines (for invoices that have not been generated). Do not select if you prefer the line <b>From</b> and <b>To Dates</b> to appear by default from the recurring bill template.
Generate Rev. Rec. Schedule 	Use this icon to generate a recurring bill schedule, or to regenerate if changes were made
Recurring Schedule Section	The recurring bill schedule is shown once you generate the schedule
Generate Date	This field is auto-populated based on the billing cycle selected on the <b>Header – Info 1</b> page once the <b>Generate Rev. Rec. Schedule</b> is run
Invoice Date	This field is auto-populated based on the billing cycle selected on the <b>Header – Info 1</b> page once the <b>Generate Rev. Rec. Schedule</b> is run
Invoice	When generating the invoice, SMART uses the value in this field as the invoice <b>ID</b> . If the invoice value is <i>Next</i> , SMART assigns the next available invoice number in the sequence once that invoice is generated. If <b>Pre-Assign Invoice Number</b> is selected, SMART assigns all of the invoice numbers to the recurring bills when you save the page.
Inv. Generated	This indicates whether SMART generated the invoice for the corresponding line. If the indicator is Y(yes), the date on which the invoice was generated appears under <b>Date</b> .

Table 11. Recurring Bill Schedule Page Elements

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Running the Generate Recurring Bills Process

- Generate recurring bills after the bill template with bill schedule is created. The bill template also needs to be set to **RDY**. Recurring bills are created when the Generate Recurring Bills process is run.

### Generate Recurring Bills Page:

Use this page to generate recurring bills.

Page Name	Navigation
Generate Recurring Bills	Billing > Maintain Bills > Create Recurring Bills

Figure 19. Recurring Bill Schedule Page

Field	Description
Business Unit	Use this field to enter your agency specific business unit. You must enter a business unit.
Range Selection	Use this selection area to choose the range of bills based on <b>Bill Cycle</b> , <b>Invoice ID</b> , <b>Customer ID</b> , or all the above. It is best practice to use <b>Invoice ID</b> so one division of an agency does not accidentally create a recurring bill for another division of that agency who might not be ready to create their own recurring bills.

Table 12. Recurring Bill Schedule Page Elements



## Statewide Management, Accounting and Reporting Tool

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Field	Description
Installment Plan	Use this field to identify a predefined plan

Table 13. Installment Bill Terms Page Elements

## Installment Bill Schedule Page:

Use this page to create schedules based on the installment billing plan and bill cycle parameters.

Page Name	Navigation
Installment Bill Schedule	Billing > Maintain Bills > Standard Billing > Installment Bill Schedule Link > Installment Bill Schedule

Unit: 33300    Installment Template Invoice: 0000678606

Pretax Invoice Amount: 200.00    USD

Installment Plan: INST-1    Installments: 6

Start Date:     ☐ Pre-Assign Invoice Numbers

Installment Billing Schedule				
Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	09/17/2013	NEXT	100.00	
2	09/18/2013	NEXT	100.00	

Save   
 Return to Search   
 Previous in List   
 Next in List   
 Notify

[Installment Bill Terms](#) | [Installment Bill Schedule](#)

Figure 21. Installment Bill Schedule Page

Field	Description
Start Date	Use this field to enter the date from which the installment bill schedule is effective
Pre Assign Invoice Numbers	Select this check box to have SMART assign all of the invoice numbers to the installment bills when you save the page. Clear this check box to have SMART assign invoice numbers when you generate installment bills.

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool


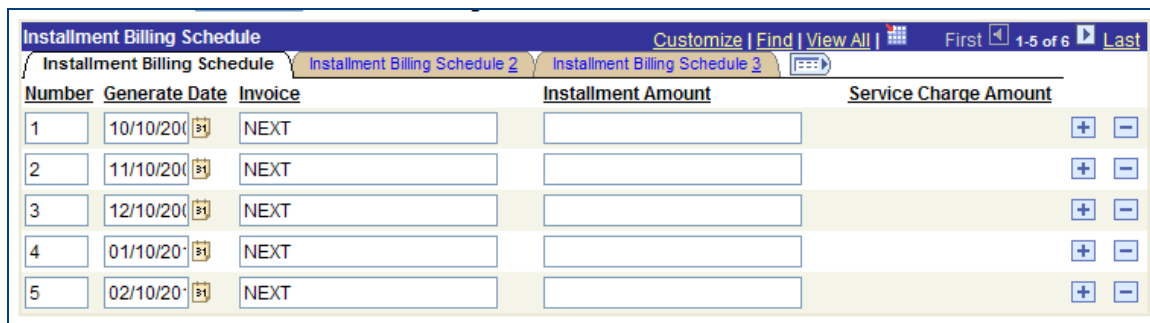
Field	Description
Generate Installment Bill Schedule 	Use this button to generate the installment bill schedule for percentage installments or equal installments plans. If you change any of the schedule information on this page, the <b>Generate Installment Bill Schedule</b> button name changes to <b>Regenerate Installment Bill Schedule</b> . Regenerating an installment bill schedule deletes and replaces any lines for which installment bills have not already been generated.
Number	This is an auto-populated field that holds the number of the installment bill in sequential order. This field cannot be changed or updated.
Generate Date	Use this field to enter the date on which you want the system to generate the invoices. The system generates only installment bills with a generate date that is equal to or earlier than the current date. However, if you choose to Generate an Installment Bill Schedule, SMART auto populates the generate date.
Installment Amount	This field is auto populated by SMART with the pre-defined bill amount. This field cannot be changed or updated

Table 14. Installment Bill Schedule Page Elements

## Installment Billing Schedule Tab Expanded:

This tab displays the bill schedule generated for the installment bill.

Page Name	Navigation
Installment Billing Schedule Tab Expanded	Billing > Maintain Bills > Standard Billing > Installment Bill Schedule Link > Installment Bill Schedule



Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	10/10/20	NEXT		
2	11/10/20	NEXT		
3	12/10/20	NEXT		
4	01/10/20	NEXT		
5	02/10/20	NEXT		

Figure 22. Installment Billing Schedule Tab Expanded

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Installment Billing Schedule 2 Tab Expanded:

This tab displays the invoice date, and the accounting date, once the invoice has been posted to the GL.

Installment Billing Schedule					Customize   Find   View All		First	1-5 of 6	Last
Installment Billing Schedule 2					Installment Billing Schedule 3				
Number	Invoice Date	From Date	To Date	Accounting Date					
1	10/15/200	10/15/200	11/14/2				+	-	
2	11/15/200	11/15/200	12/14/2				+	-	
3	12/15/200	12/15/200	01/14/2				+	-	
4	01/15/201	01/15/201	02/14/2				+	-	
5	02/15/201	02/15/201	03/14/2				+	-	

Figure 23. Installment Billing Schedule 2 Tab Expanded

## Installment Billing Schedule 3 Tab Expanded:

This tab displays the date the actual invoice is generated. If the invoice has been generated, you can select the **View Header Details** button to navigate directly to the bill header.

Installment Billing Schedule					Customize   Find   View All		First	1-5 of 6	Last
Installment Billing Schedule 3									
Number	Generated	Generated Date							
1	N						+	-	
2	N						+	-	
3	N						+	-	
4	N						+	-	
5	N						+	-	

Figure 24. Installment Billing Schedule 3 Tab Expanded

## Running the Generate Installment Bill Process

- You can generate installment bills after the bill template and the bill schedule are defined. You also need to ensure that the status of the installment bill template is set to **RDY** (Ready).
  - Installment bills are created when you run the Generate Installment Bills process. The Generate Installment Bills process enables you to generate recurring bills according to billing cycle ID, invoice ID, or customer ID.
- After the process has been run to success, return to the installment bill schedule page to verify on the **Installment Billing Schedule 3** tab that the invoices have been generated (Y)

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Generate Installments Page:

Use this page to enter the request parameters. These parameters are used to define the processing rules and data to be included when the process is run.

Page Name	Navigation
Generate Installments	Billing > Maintain Bills > Create Installment Bills

Generate Installments

Run Control ID: daily1

Report Manager

Process Monitor

Run

\*Unit: 33300

Range Selection

All

Bill Cycle

Invoice ID

Cust ID

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Figure 25. Generate Installments Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Researching Bills

### Researching Bills Overview

- SMART Billing enables you to search for bills by specifying criteria. You can search for a single bill, a group of bills, a single bill line, or a group of bill lines.
- **Bill Search** and **Bill Line Search – Not Invoiced** pages enable you to search for bills and lines not invoiced. These pages enable you to modify information.
- You can also use the **Bill Search** and **Bill Line Search** pages to search for any bill or bill lines, regardless of status. With these pages, you can only view bill and bill line information.

### Researching Non-Invoiced Bill Lines

- SMART enables you to search for bills and bill lines based on a search criterion. When searching for a non-invoiced bill line, you can review and update information.

#### Bill Line Search:

Use this page to search for any non-invoiced bill lines.

Page Name	Navigation
Bill Line Search	Billing > Locate Bills > Bills Not Invoiced

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

Bill Line Search

Unit: 33300    Invoice: 0000678642  
Bill To: 0000050036    We Ship Express  
Date:                      Contract:

Type: AM  
Stat: NEW  
Currency Option: Transaction Currency

Search

---

Sort: S

1 To 1    Of 1    0.000 / 0.000    USD

Bill Lines
Find | View All    First 1 of 1    Last

Sel	Line	Seq	Identifier	PO	Chrg Fr	Net Ext	Discount	Surcharge	Tax
<input type="checkbox"/>		1				0.000			

[Summary](#)   [Header Info 1](#)   [Address](#)   [Copy Address](#)   [Header Notes](#)   [Bill Search](#)  
[Line Info 1](#)   [Tax](#)   [Accounting](#)   [Discount/Surcharge](#)   [Line Notes](#)  
[Return to Locate Bills](#)

Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

*Figure 26. Bill Line Search Page*

### Researching Non-Invoiced Bills

- In SMART Billing, you can search for bills by specifying a search criterion. This enables you to review only those bills that meet your requirements. When searching for a non-invoiced bill, you can review and update information.


#### Bill Summary Info Page:

Use this page to review bill summary information.

Page Name	Navigation
Bill Summary Info	Billing > Locate Bills > Bills Not Invoiced > Bill Selection > Summary Link

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

Bill Summary Info		Bill Summary Info 2	
Unit:	33300	Invoice:	0000678607
		Invoice Date:	09/16/2009
Gross Extended Amount:	1,900.00	Customer:	0000050037 Muriah Baker
Total Discounts:	0.00	Invoice Type:	Regular
Total Surcharges:	0.00	Bill Type:	CA CONTRACTS
Net Extended Amount:	1,900.00	Bill Source:	CONTRACTS Contracts
Total VAT Amount:	<u>0.00</u>	Bill Status:	NEW
Total Taxes:	0.00	Template:	Recurring Bill
Total Invoice Amount:	1,900.00	Consol Hdr:	No
Forward Bal:	0.00	Bill By ID:	
Paid Amount:	0.00	Due Date:	
Total Due:	1,900.00	Date Bill Added:	09/16/2009 5:20PM
	USD 		

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

[Return to Locate Bills](#)

Figure 27. Bill Summary Info Page



# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Processing Pro Forms and Reconciling Non-Invoiced Bills

### Process Pro Forms

- A Pro Forma is a preview of Billing invoice that can still be modified
- A Pro Forma is identical to an invoice except for two things: the word "Pro Forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. You can generate a Pro Forma before or after bills are in the *RDY* state, since you are producing a "sample" invoice. Printing Pro Forms enables you to review and correct errors before bills are invoiced.

Page Name	Navigation
Non-Consolidated Pro Forma	Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

The first time you generate a Pro Forma invoice, you will "Add a New Value" to create a Run Control ID. You can reuse the Run Control ID for future Pro Forms.

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Figure 28. Pro Forma – Add a New Value Page

Figure 29. Pro Forma Page


Field	Description
Range Selection	Use this field to select the range type.
From/To Invoice	Use this field to enter the <b>From</b> and <b>To Invoice Numbers</b> for the Pro Forms you wish to process and print
Bills To Be Processed Icon 	Use this icon to view and verify the listing of bills to be processed as part of the pro-forma process. This should be done after all the parameters have been entered.
Run Button	Click to run the Pro Forma process

Table 15. Pro Forma Page Elements


# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool


**Process Scheduler Request**

User ID: ARPILOT01 Run Control ID: PrintProForma\_DP

---

Server Name:  Run Date:  

Recurrence:  Run Time:

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	<a href="#">Proforma &amp; Print</a>	BIJOBP01	PSJob	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Proforma Final/Print w/Crystal</a>	BIJOBP51	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>

Figure

30. Process Scheduler Request Page

Field	Description
Server Name	Select server
Select	Click to select process
Description	<b>Proforma &amp; Print</b> describes Process Name
Process Name	Process Name for Proforma & Print is <b>BIJOBP01</b>
Type	Select Web from drop down list
Format	Select PDF from drop down list
Click the OK button after completing the above fields	

Clicking OK on the Process List page returns you to the Pro Forma Page. The next step is to click the Process Monitor link to access the Process List page.

# Creating and Processing Billing Training Guide

## Statewide Management, Accounting and Reporting Tool

[Process List](#)
[Server List](#)

View Process Request For

User ID:  
 Type:  
 Last:  Days

Server:  
 Name:  
 Instance:  to

Run Status:  
 Distribution Status:  
☒ Save On Refresh

Process List								Customize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details				
<input type="checkbox"/>	18767		PSJob	<a href="#">BIJOBP01</a>	ARPILOT01	03/09/2010 8:08:02AM CST	Success	Posted	<a href="#">Details</a>				

[Go back to Pro Forma](#)

[Process List](#) | [Server List](#)

Figure

31. Process List Page

Field	Description
Refresh button	Click until Run Status is "Success" and Distribution Status is "Posted"
Instance	Number created for each process request
Process Name	Process Name for Proforma & Print is BIJOBP01
Click the Process Name <b>BIJOBP01</b> link for your process instance	

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool




## Process Detail

Process Name: BIJOBP01

Refresh

Main Job Instance: 18767

Left | Right

-  [18767 - BIJOBP01 Success](#)
-  [18768 - BIIVC000 Success](#)
-  [18769 - BI IVCEXT Success](#)
-  [18775 - BISPJ00 Success](#)
-  [18778 - BIIVCPN Success](#)
-  [18779 - BIIVCLN Success](#)
-  [18780 - BIIVCPNA Success](#)
-  [18770 - BI PRNXP01 Success](#)
-  [18776 - BICPJ00 Success](#)
-  [18777 - BICPJA00 Success](#)
-  [18771 - BISLSUM Success](#)
-  [18772 - BICLSUM Success](#)
-  [18773 - BIGIVCPN Success](#)
-  [18774 - BISF108X Success](#)

Return

Figure

32. Process Detail Page

Click the **BISPJ00** Success button  to expand that level and show the process details.

Then click the **BIIVCPN** Success link

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

## Process Detail

### Process

**Instance:** 18778      **Type:** SQR Report  
**Name:** BIIVCPN      **Description:** Print Portrait Invoices  
**Run Status:** Success      **Distribution Status:** Posted

### Run

**Run Control ID:** PrintProForma\_DP  
**Location:** Server  
**Server:** PSNT  
**Recurrence:**

### Update Process

- ☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Restart Request

### Date/Time

**Request Created On:** 03/09/2010 8:12:10AM CST  
**Run Anytime After:** 03/09/2010 8:08:02AM CST  
**Began Process At:** 03/09/2010 8:13:15AM CST  
**Ended Process At:** 03/09/2010 8:13:27AM CST

### Actions

[Parameters](#)      Transfer  
[Message Log](#)  
Batch Timings  
[View Log/Trace](#)

OK

Cancel

Figure 33. Process Detail Page

# Creating and Processing Billing Training Guide

Statewide Management, Accounting and Reporting Tool

Click the View Log/Trace link

**View Log/Trace**

**Report**

Report ID: 11931      Process Instance: 18778      [Message Log](#)

Name: BIIVCPN      Process Type: SQR Report

Run Status: Success

[Print Portrait Invoices](#)

**Distribution Details**

Distribution Node: PSNT1      Expiration Date: 03/16/2010

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">BIIVCPN_18778.PDF</a>	4,869	03/09/2010 8:13:27.000000AM CST
<a href="#">BIIVCPN_18778.out</a>	0	03/09/2010 8:13:27.000000AM CST
<a href="#">SQR_BIIVCPN_18778.log</a>	1,488	03/09/2010 8:13:27.000000AM CST

**Distribute To**

Distribution ID Type	*Distribution ID
User	ARPILOT01

Figure 34. Process Detail Page

Click the link for the PDF document containing your process instance number to access the requested Pro Forma invoice(s).